



**ACT Walking for Pleasure Inc.**

## **RESPONSIBILITIES AND GUIDANCE FOR SECRETARY**

The Secretary is an elected (volunteer) office bearer of ACT Walking for Pleasure Inc. (the Club).

The Secretary is responsible to the members of ACT Walking for Pleasure.

### **Primary duties and responsibilities:**

- Keeping minutes of all business conducted at general Committee Meetings and the Annual General Meeting
- Giving notice of a Committee Meeting at least 48 hours before the appointed time, or as otherwise agreed
- Publishing an agenda for the Committee Meeting and asking for other items to be placed on it prior to the meeting
- Giving notice to members of the Annual General Meeting by publishing the Agenda, specifying date, venue and time, in *The Capital Wanderer* in the relevant quarter
- Maintaining records and other documents as appropriate of ACT WFP business
- Receiving and distributing relevant correspondence
- Collecting mail from PO Box 1335 at Woden Post Office regularly, redirecting if appropriate, or ensuring that the mailbox is checked regularly

### **Knowledge and skills required:**

Ideally the Secretary is someone who:

- Can communicate effectively, both orally and in writing, and who has good interpersonal skills.
- Has the ability to prepare agendas and take accurate minutes of meetings
- Is well organized.
- Has a fair level of computing skills in relation to word processing and email
- Can interpret the Rules of the Association

### **Estimated time commitment required:**

Approximately 6 hours per quarter for general duties, including pre-meeting preparation, attendance at meetings, drafting of minutes and related duties

The Secretary is elected for a 1-year term by the general membership. He or she may not remain in that role for more than 3 years.

This information is correct as at September 2018.